

INSTRUCTIONS ON HOW TO ORDER MANUFACTURER'S OPTIONS

- **Only the following term contracts permit manufacturer's options:**

T-0100 – Vehicles, Trucks, Pickup, Compact
T-2099 – Vehicles, Trucks, Pickup, Class 1
T-2100 – Vehicles, Trucks, Class 2, Pickup/Utility, with Snow Plow Option
T-2101 – Vehicles, Trucks, Class 3, Pickup/Utility/Dump, with Snow Plow Option
T-2102 – Vehicles, Trucks, Class 4, Utility/Dump, with Snow Plow Option
T-2006 – Vehicles, Passenger Vans, 7/8/12/15-Passenger
T-2103 – Vehicles, Cargo Vans, Class 1/2/3, Regular/Extended
T-2007 – Vehicles, Sport Utility (SUV)

These term contracts allow users to purchase **authorized** options only, which are listed in the contract vehicle technical specifications under each Notice of Award (NOA). These contract vehicle technical specifications are in Adobe's Portable Document Format (pdf) files, which require Adobe Acrobat Reader. In an unlikely situation where an user fails to open these pdf files, the user can download Adobe Acrobat Reader by visiting www.adobe.com.

Note: Users can purchase the contract vehicle with manufacturer's authorized options in the **SAME TRIM LINE AND BODY CODE ONLY**. For example, XLT trim line options cannot be purchased with XL trim line contract vehicle. If the options change the contract vehicle's body code, the options in question cannot be purchased.

- Thoroughly review contract vehicle technical specifications, which list equipment and features included in the contract base vehicle. The base vehicle contracted includes manufacturer's standard vehicle and selected options. (selected options are shown on the first page of the technical specifications.)
- Crossed-out optional equipment are not available for purchase under the contract.
- Not all available optional equipment are compatible with the selected options.
- Some optional equipment desired may require purchase of other optional equipment.
- Review optional equipment description thoroughly to make sure that manufacturer's conditions are met before ordering any options. For example, the following option (option code ZP5) for 8-passenger van, which deletes rear 3-passenger bench seat to provide 5-passenger seating capacity, requires vinyl trim (with option code __W) and is not available with B30 (floor mats) or AS5 (seats) or YC6 (décor). If purchased, the net price of the option (option's MSRP or list price of \$256 less the contract discount) will be deducted from the contract price of the 8-passenger van.

ZP5 5-passenger seating *provides single bench seat behind the driver/front passenger seats* *deletes rear 3-pass bench seat, does not delete shoulder belts or anchors* (n/a w/B30 floor mats, AS5 seats, YC6 decor) (req: __W vinyl trim) *credit* -\$256.00

- Apply the contract discount (Mfgr. Option's price line) to the total MSRP of all optional equipment to be purchased and add the net contract price of all optional equipment to the base vehicle contract price. For example, the purchase order amount for the base vehicle (contract price \$20,000, contract discount for mfg. Option 15%) and all optional equipment (total MSRP of 1,000) will be \$20,850 (20,000 plus 1,000 less 15% of 1,000 = 20,000 + 1,000 – 150).
- Call the contractor to confirm the availability and price for accuracy.
- If information provided by the contractor conflicts with the information provided in the contract vehicle technical specifications, follow the contractor's guidelines and ask the contractor to advise the Purchase Bureau of the change.
- During inspection, prior to delivery and/or final acceptance of the vehicle, check the MSRP of the optional equipment ordered in the purchase order against the window sticker.
- The purchase bureau has thoroughly and carefully reviewed (and frequently updated) the information provided in the contract vehicle technical specifications; however, no guarantee is made for accuracy. As always, the information provided in the technical specifications is subject to change.

CAUTION:

1. **Any purchase of dealer's options, extended warranty, rust-proofing, substitute make/model for the contracted after-market options (snow plow, utility/dump body, etc.) or unauthorized manufacturer's options is not allowed under any State contracts and is a serious violation of the State contract.**
2. **Any purchase of a non-contract vehicle against two or more purchase orders, one for the contract vehicle and one or more for non-contract options, constitutes a serious violation of the contract.**